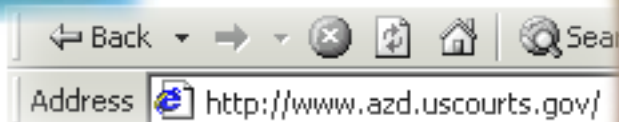


*U.S. District Court - District of Arizona*

# *Electronic Case Filing*

## *CM/ECF*



*Version 3.0 Paying the Filing Fee*  
*(PAY.GOV Instructions)*

# Submitting Payment via Credit or Debit Card

**When to Use:** You would normally pay the filing fee DURING the opening one of the following: *Appeal to 9<sup>th</sup> Circuit Court of Appeals*; *Civil Case Opening*; *Habeas Petition*; or *Miscellaneous Case Opening*.

However, if you opened your case with a motion to proceed *in forma pauperis* and that motion was denied, you will need to submit your payment using this method.

**Step 1:** Click on <Civil> from the [blue](#) menu bar at the top of the ECF screen. The Civil Event window opens, displaying all of the categories and subcategories you may choose for your filing. Click on <[Credit Card Payment](#)> under **Payments**.

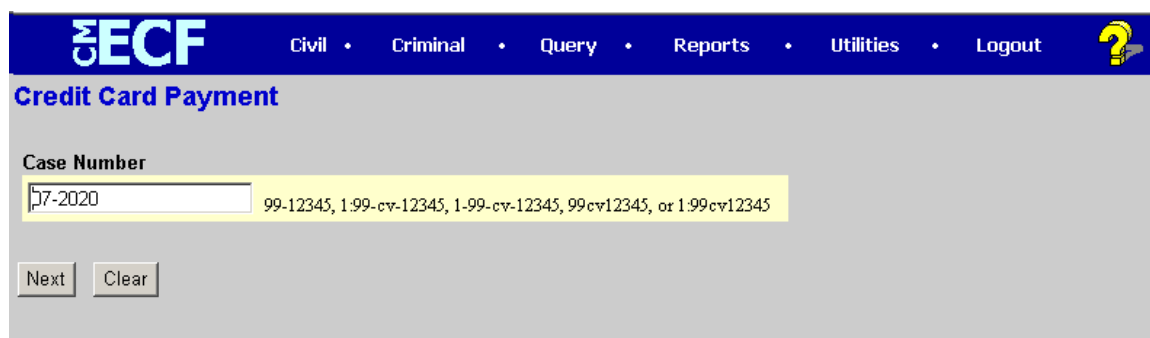


**Step 2:** Select the type of fee. This screen provides options for the type of case filing fee you are paying. Your options are:

*Appeal to 9<sup>th</sup> Circuit Court of Appeals - Fees*  
*Civil Case Opening - Fees*  
*Habeas Petition - Fees*  
*Miscellaneous Case Opening - Fees*

Make your selection and click <Next>.

**Step 3:** This screen displays a Case Number field. Enter the case number and click <Next>.



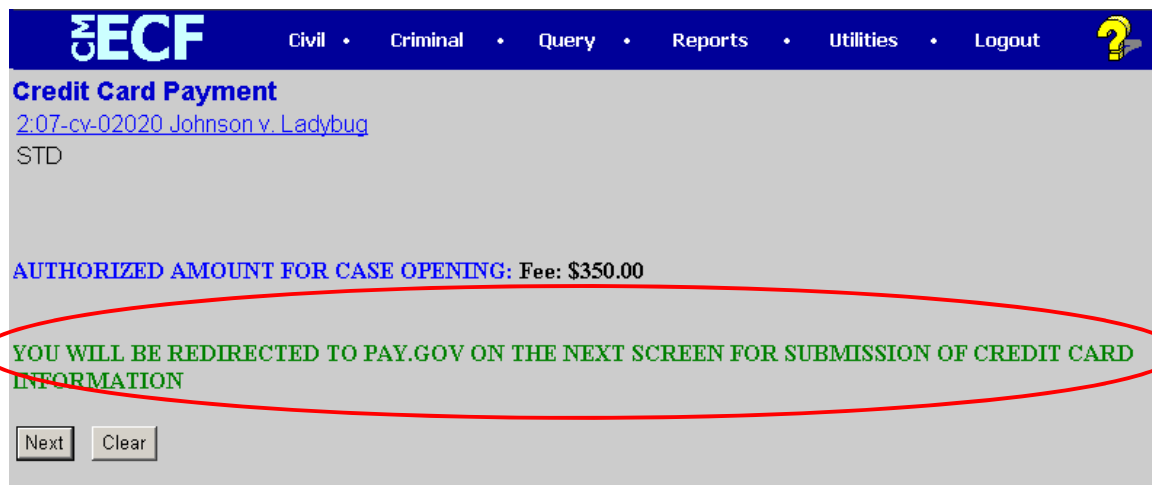
The screenshot shows the ECF (Electronic Case Filing) system interface. At the top is a blue navigation bar with the ECF logo and links for Civil, Criminal, Query, Reports, Utilities, and Logout. A yellow question mark icon is on the right. Below the navigation bar, the page title is "Credit Card Payment". The main content area has a "Case Number" label above a text input field. The input field contains "2:07-2020". To the right of the input field, a yellow tooltip displays the accepted case number formats: "99-12345, 1:99-cv-12345, 1:99-cv-12345, 99cv12345, or 1:99cv12345". Below the input field are two buttons: "Next" and "Clear".

**Step 4:** The ECF system displays a screen to include the full case title that corresponds to the case number entered on the previous screen. Confirm the case title and click <Next>.



The screenshot shows the ECF system interface, similar to the previous one. The page title is "Credit Card Payment". Below the navigation bar, the full case title is displayed: "2:07-cv-02020 Johnson v. Ladybug". Below the case title is the text "STD". At the bottom of the main content area are two buttons: "Next" and "Clear".

**Step 5:** This screen displays the Civil Case Opening filing fee. If you selected another option during Step 2, that filing fee would be displayed. Confirm by clicking on <Next>.



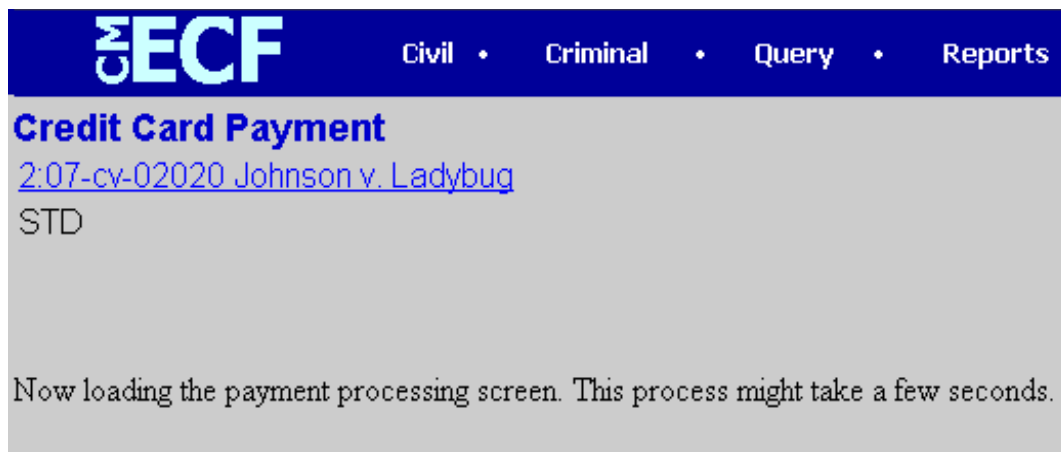
**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Credit Card Payment**  
[2:07-cv-02020 Johnson v. Ladybug](#)  
STD

**AUTHORIZED AMOUNT FOR CASE OPENING: Fee: \$350.00**

**YOU WILL BE REDIRECTED TO PAY.GOV ON THE NEXT SCREEN FOR SUBMISSION OF CREDIT CARD INFORMATION**

Please wait to be redirected to PAY.GOV to enter your credit or debit card information. The Clerk's Office will no longer accept cash, check or money order.



**ECF** Civil • Criminal • Query • Reports

**Credit Card Payment**  
[2:07-cv-02020 Johnson v. Ladybug](#)  
STD

Now loading the payment processing screen. This process might take a few seconds.

**Step 6:** Complete all required information on the screen in PAY.GOV, then click <Continue with Plastic Card Payment>. **Do NOT use your back button!**

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk \*

Account Holder Name:  \*

Payment Amount: \$350.00

Billing Address:  \*

Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Security Code:  \* [Help finding your security code](#)

Expiration Date:  \* /  \*

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

If the information on this screen does not match, or if you entered an invalid credit or debit card number, you will get this error message:

**ECF** Civil • Criminal • Query • Reports • Utilities • Logout ?

**Your request could not be completed:**

- The Card Number entered is invalid. Please try again.



**Online Payment** [Return to your originating application](#)

**Step 1: Enter Payment Information** 1 | 2

**Step 7:** Complete your email information to receive confirmation.

**Note:**

- ✓ You MUST enter your e-mail address into the fields provided in order to receive a payment confirmation e-mail from PAY.GOV
- ✓ You MUST check the box to authorize the charge to your credit or debit card (see circled, below).

 [Civil](#) • [Criminal](#) • [Query](#) • [Reports](#) • [Utilities](#) • [Logout](#) 

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: atty3 Billing Address: 401 Street Billing Address 2: City: State / Province: Zip / Postal Code: Country: USA	Card Type: Master Card Card Number: *****4444 Expiration Date: 4 / 2008	Payment Amount: \$350.00 Transaction Date and 03/13/2007 18:41 Time: EDT

**Email Confirmation Receipt**  
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.  
Email Address:   
Confirm Email Address:   
CC:  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
**Required fields are indicated with a red asterisk \***  

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

**Note:** Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- After clicking <Submit Payment> in PAY.GOV, you are returned to ECF.

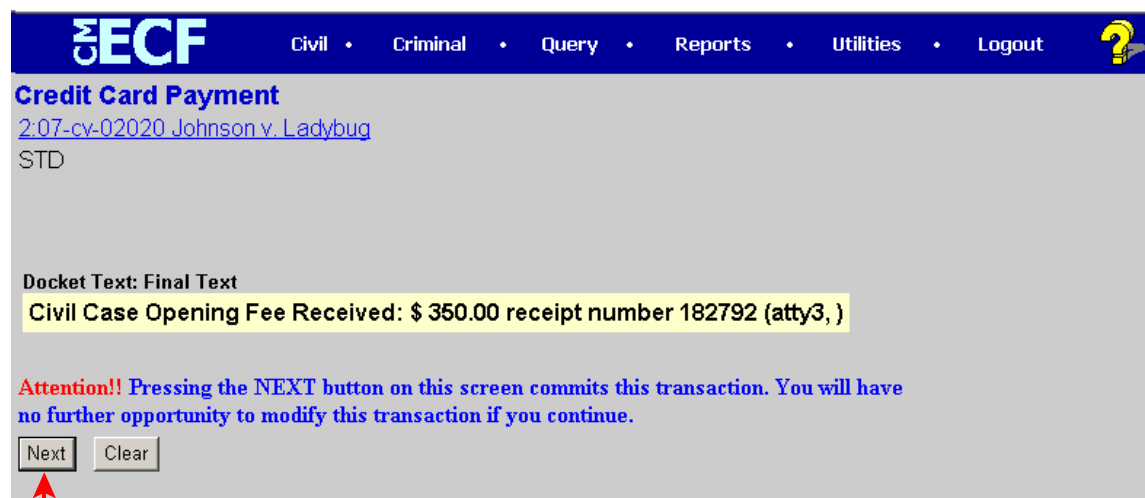
**Note:** You MUST wait until your credit or debit card is processed. If you have completed the PAY.GOV credit or debit card payment screens successfully your credit or debit card has been charged.

If you do not complete this ECF transaction, a charge will still appear on your credit or debit card statement but the case will not reflect that your case opening fee was received. You will have to repeat the steps starting from the beginning of this document.

**Step 8:** This is a validation screen with the full case title; click <Next>.




At this screen, you will have no further opportunity to modify your docket text.



**Step 9:** Click <Next> to receive your Notice of Electronic Filing (NEF).

**Note:** Your credit or debit card confirmation will be sent to the email address you entered during Step 7. Sample below.

 Subject: Pay.Gov Payment Confirmation

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.  
Your transaction has been successfully completed.  
Payment Summary  
Application Name: AZD CM ECF TEST  
Pay.gov Tracking ID: 3FOALI8G  
Payment Agency Tracking ID: 183054  
Cardholder Name: atty3  
Cardholder Address: 401 West Street  
Cardholder Country: USA  
Card Type: Master Card  
Payment Amount: \$350.00  
Transaction Date: Mar 16, 2007 11:37:43 AM

### **Behind the scenes**

The Notice of Electronic Filing (NEF) will typically generate to the judge and all registered counsel associated with the case (unless previously terminated). The docket text will become a permanent part of the court record.